



**CITY OF SAN DIEGO  
PROMOTIONAL OPPORTUNITY  
Open To Current City of San Diego Employees Only  
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**#P2497 FIRE PREVENTION SUPERVISOR  
SALARY: \$5538 to \$6703, Monthly**

**APPLY:** **FIRST DATE:** July 16, 2004

**LAST DATE:** August 6, 2004

**IMPORTANT:** Please apply promptly. Completed applications must be received by the City of San Diego Personnel Department by 5:00 p.m. on the last date to apply. Late applications will be rejected. If returning your application via the U.S. Postal Service, you should use "Certified Mail - Return Receipt Requested" to provide verification of timely delivery. Postmarks are NOT accepted. **Failure to meet the application filing deadline may result in your disqualification from this examination.**

**REQUIREMENTS:** You must meet the requirement(s) listed below by the last date to apply, unless otherwise indicated.

**EXPERIENCE:** You must meet one of the following experience requirements by the last date to apply, unless otherwise indicated.

1. One year of full time experience as a City of San Diego Fire Prevention Inspector II.
2. One year of full time experience as a City of San Diego Fire Captain.
3. One year of full time experience performing skilled fire safety inspection and enforcement work **for the City of San Diego Fire Prevention Bureau while classified as a Fire Engineer.**
4. Two years of full time experience performing skilled fire safety inspection and enforcement work **for the City of San Diego Fire Prevention Bureau while classified as a Fire Fighter.**

**NOTE:** Experience as a Fire Fighter and/or Fire Engineer is NOT qualifying unless you worked for the City of San Diego Fire Prevention Bureau performing skilled fire safety inspections and enforcement work.

**LICENSE:** A valid California Class C Driver's License will be required at the time of hire.

**DUTIES:** A Fire Prevention Supervisor supervises the work of a unit of Fire Prevention Inspectors; establishes work priorities for the assigned work unit; reviews and evaluates work performed by subordinates; trains subordinates in Fire Prevention Inspection policies and procedures; prepares and reviews written documents (i.e., reports, evaluations, letters, forms, schedules, memos, etc.); interprets and proposes changes to Fire Prevention policies and procedures; accesses information using computers; and performs related work.

**HOW TO APPLY:** Submit a completed **DATA ENTRY FORM and SPECIAL APPLICATION** for this position. Your application will be made available to the hiring department(s). Please submit requested materials only.

**THE SCREENING PROCESS:** The screening process will consist of the following: an evaluation of the **Special Application**, and a Two-Part Written Test: a **Technical Knowledge Written Test** and a **Written Exercise**. All candidates will participate in Part One and Part Two. Only those candidates who are successful in both parts of the examination will be placed on the eligible list.

1. **APPLICATION:** All properly completed applications will be evaluated for relevant education, experience and/or training. Only those applicants who clearly demonstrate meeting the requirements specified above will be approved to continue in the screening process.

## 2. THE WRITTEN TEST

### A. TECHNICAL KNOWLEDGE WRITTEN TEST.....Wt. 70%

The **Technical Knowledge Written Test** will be based on materials found in the following San Diego Fire-Rescue Department source documents that will be distributed by the Fire Prevention Bureau to all potential Fire Prevention Supervisor candidates in CD-Rom format and/or available on the Fire-Rescue Training website, and may cover the following factors:

1. **Fire Inspection and Fire Prevention Principles, Policies and Procedures:** Knowledge of the policies and procedures contained in the San Diego Fire Prevention Policy Manual, F.C.I.P. Inspection Reference Guide and other documents relating to fire science and fire prevention inspection.
2. **Fire Codes and Standards:** Knowledge of applicable local, State, and Federal codes, ordinances and regulations relating to fire prevention inspection as contained in the California Fire Code (2001 Edition), California Building Code (2001 Edition), National Fire Prevention Association (NFPA) Standards, San Diego Municipal Code (Fire Code Amendments and CEDMAT ordinance), and related references.
3. **San Diego Fire-Rescue Policies, Procedures, Practices, and Regulations:** Knowledge of provisions which govern the activities of San Diego-Rescue personnel, such as those contained in the Administration Manual, Operations Manual, Memorandums, Bulletins and Directives, and other documents.
4. **Principles of Supervision and Personnel Management:** Knowledge of supervision and leadership principles sufficient to motivate, discipline, control, and guide subordinates; skill in applying sound personnel management techniques in employee and labor relations situations. Knowledge of principles contained in the City of San Diego Dimensions in Discipline manual.
5. **Reading Comprehension:** Ability to read and understand technical, legal, and office materials.

### B. WRITTEN EXERCISE.....Wt. 30%

All qualified candidates will be required to participate in a **Written Exercise**. The **Written Exercise** will consist of one or more job related topics/issues designed to evaluate the candidate's ability to choose an appropriate course of action on the basis of information provided and the ability to indicate what actions will be taken in a concise and logical written document, using effective written communication skills including proper spelling, punctuation, and grammar. This exercise is designed to evaluate the candidate's abilities in problem solving, decision making, and planning/organizing; knowledge of Fire-Rescue Department/Fire Prevention Inspection policies and procedures, and of the California Fire Codes; and ability to communicate effectively in writing.

**EXAMINATION SCORING:** The **Written Exercise** evaluated by the raters will have no candidate identification. Assessment of the written exercise will be preceded by training during which raters will be exposed to all topics/issues, rating procedures, dimensions for evaluation, and applicable San Diego Fire-Rescue/Fire Prevention Inspection policies and procedures.

**WRITTEN TEST AND WRITTEN EXERCISE DATE:** Approved applicants will be notified of the date, time and location of the two-part written test.

**ITEM REVIEW PERIOD:** The Written Test Key for Factors 1 through 3 of the Technical Knowledge written test may be reviewed. The dates, time and location of this item review will be provided at the Written Test.

**ELIGIBLE LISTS:** Candidates who are successful in the screening process described above will be placed on a **ten category** eligible list which will be used to fill position vacancies during the next **two years**. Category placement will be based on each candidate's final score as follows: **CATEGORY 1:** 97 and above; **CATEGORY 2:** 94 through 96; **CATEGORY 3:** 91 through 93; **CATEGORY 4:** 88 through 90; **CATEGORY 5:** 85 through 87; **CATEGORY 6:** 82 through 84; **CATEGORY 7:** 79 through 81; **CATEGORY 8:** 76 through 78; **CATEGORY 9:** 73 through 75; and **CATEGORY 10:** 70 through 72. For each vacancy, candidates certified to the hiring department from the list will be contacted for an interview.

MAS/July 12, 2004/Class 1476

#### THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.**

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY** and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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**DIVERSITY BRINGS US ALL TOGETHER**